

Agenda for Laser safety committee meeting Dec 3, 2013, 11am

- Presentation on the new Work Planning and Control system and laser IHA
 - Michelle Flynn and John Heim from operations and EHTS will be giving a 40 minute presentation on the new Work Planning and Control system which will be replacing the current system soon. This will also affect safety management procedures for lasers.
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LSC meeting minutes Dec 3, 2013

Present:

Joel Ager, Greta Toncheva, Bob Fairchild, Xianglei Mao, Jerry Bucher, David Kestell, Marc Hertlein, Quang Le, Michelle Flynn

- Michelle Flynn presented an overview of the new LBL Work Planning and Control project. The project aims to build a new system for work planning at the lab, and to make it more unified and comprehensive, and hopefully simpler to use.
- Michelle's presentation can be accessed on the lab wiki:
<https://commons.lbl.gov/display/wpc/Presentations>
This direct link will only work if you're already logged in to the wiki with LDAP. Here's how to get to the presentation from the wiki commons home page:
 - Go to <https://commons.lbl.gov/> and log in with LDAP (via "Berkeley Lab Login" on top right). The login is necessary to get access to the presentations and have them appear in the list.
 - After that, go directly to <https://commons.lbl.gov/display/wpc/Presentations> and choose the "*Laser Safety Committee WPC Briefing - December 3, 2013*" link. You can also alternately click through to the presentation from the wiki commons home page via:
 - Globals Spaces list -> View All (on bottom) -> go to 2nd page of list -> LBNL Work Planning and Control -> Presentations (in menu on left) -> "*Laser Safety Committee WPC Briefing - December 3, 2013*"

Some notes from the presentation:

- The current work planning system is divided up into several separate systems (e.g. JHA, AHD, RWA, BUA, offsite work planning, etc). Some are worker based, some activity based, and each has their own procedures. This makes managing work planning and control difficult to oversee.

- The new system – called Activity Manager – tries to unify all work planning in a unified system
 - The new system is activity based and uses risk based hazard analysis, with various prescribed controls depending on risk level of the activity.
 - It is intended to be adaptable to meet individual needs, and aims improve communication by combining all information in one place
 - The user interface will be fully web based, with full links to pertinent information
 - The activities will be categorized into three risk levels. Most class 4 laser work will likely end up being risk level 3, the highest level. The required controls will be similar to what's in current AHDs.
- There will be a formalized hierarchy and authorization chain of Project lead, activity leads, and authorized workers, with various approval mechanisms for activities. Details are in the presentation.
- The pilot program will be out July-Sept 2013, with full implementation planned Oct 2014 - Mar 2015.